

February 14, 2003

Kelly Howell  
1224 East Pheasant View Drive  
Layton, UT 84041

Dear Mr. Howell:

Thank you for your willingness to participate in the Career Fair at Fairfield Jr. High School on Thursday, February 20, 2003. We are anxious for the students to explore different careers and the education required for those careers. We are sure that it will be both educational and enjoyable for everyone.

Please plan on arriving at Fairfield Jr. High School (951 North Fairfield Road, Layton) at 9:45 a.m. This will give you time to set up for your presentation. We will be in the Media Center. (Turn right in front of the office. It is the first room on the left in that first hall.) If possible please bring display boards, pamphlets, tools of your trade, pictures, etc. that will help you with your presentations. The presentations will begin at 10:00 and will continue approximately every 10 minutes. If you need any special equipment (power outlets, VCR/TV, etc.) please let Patty Dickson know by February 18<sup>th</sup>. You may reach her at 402-4813 or 801-710-3174-cell.

Please include the following information in your presentation:

- Job description
- Training and/or education required
- Career opportunities and related careers
- Job outlook for your career field
- Salary range for your career field

Between the presentations for 4<sup>th</sup> and 5<sup>th</sup> periods, we invite you to join us for lunch. Again, thank you for your help with this activity at Fairfield Jr. High.

Sincerely,

Lynette Wilkes, STC Coordinator, Layton High  
Patty Dickson, STC Assistant, Layton High